

STANDARDS GOVERNING JUVENILE COURT INTAKE

I. Each Juvenile Court shall establish written comprehensive guidelines for Juvenile Court intake and its administration.

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer* shall establish written policies concerning the operation of Juvenile Court intake.*

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall establish written procedures concerning the operation of Juvenile Court intake.

*The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall establish and distribute written guidelines to other agencies and other officers of the Court concerning referrals to Juvenile Court intake. These guidelines shall include procedures for referral sources and intake, for notification of the parents** of the apprehension of the child.*

II. Each Juvenile Court shall develop an allegation form to be completed by the complainant.

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall have the allegation form distributed to complainants and advise them regarding the proper completion of the form.

III. Juvenile Court intake, upon receipt of an allegation form, shall first determine if the jurisdiction of the Juvenile Court pertains.

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall use The Juvenile Act in developing written guidelines concerning the filing of delinquency allegations.

The Administrative Judge of the Juvenile Court, the Chief Juvenile Probation Officer, and the Director of the Children and Youth Agency shall use The Juvenile Act in developing written guidelines concerning the filing of dependency allegations.*

The Administrative Judge of the Juvenile Court, the Chief Juvenile Probation Officer, and the Administrator of the Mental Health and Retardation Program shall use The Juvenile Act and The Mental Health Procedures Act in developing written guidelines concerning the adjudication and/or disposition of mentally ill or mentally retarded juveniles.*

* Here, and hereafter, if titles are inapplicable, the appropriate or other authorized person.

** Here, and hereafter, parent shall be understood to mean parent, guardian, or other custodian.

IV. Juvenile Court intake shall provide written notice of the allegation of delinquency to the child and the parents, with all reasonable speed upon the receipt of an allegation form.

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall develop a standardized form for the notification of allegations of delinquency.

V. Juvenile Court intake shall inform the child and the parents of their constitutional rights before initiating the intake interview.

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall develop a standardized form and procedures for the explanation of the constitutional rights of the child and the parents.

VI. Juvenile court intake shall make a thorough evaluation after the consultation with the child, parents, complainant and victim, before making recommendations concerning intake decisions.

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall establish written criteria to be used by Juvenile Court intake in developing recommendations for intake decisions.

VII. A denial by the child of the allegations of delinquency and/or a request by the child for a hearing shall be compelling reasons for filing a petition and scheduling a Court hearing.

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall develop a standardized petition to be used by Juvenile Court intake.

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall develop a standardized form to be used as a summons, informing the child and the parents as well as other pertinent parties, as to the time and place of the hearing.

VIII. Juvenile Court intake shall make referrals to other agencies as appropriate.

Referrals shall be made after considering the needs of the child, protection of the public and restoration of the victim and community.

IX. Juvenile Court intake, having conducted a thorough evaluation and having consulted with pertinent parties, including the victim and/or complainant, shall make a final intake recommendation which is consistent with the protection of the public interest and is intended to provide balanced attention to the protection of the community, imposition of accountability and development of competencies to enable the child to become a responsible and productive member of the community.

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall develop written guidelines for use by Juvenile Court intake concerning final intake recommendations.

X. Juvenile Court intake, having determined that warning and dismissal is the most appropriate disposition, shall record such a recommendation and the basis thereof in writing.

XI. Juvenile Court intake, having determined that informal adjustment is the most appropriate disposition, shall record such a recommendation and the basis thereof in writing.

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall develop a standardized informal adjustment agreement form, consistent with The Juvenile Act.

XII. Juvenile Court intake, having determined that formal action in the case is appropriate, shall recommend that a petition be filed and shall record a recommendation and the basis thereof in writing.

XIII. Juvenile Court intake, according to local policy, may recommend the use of a consent decree in appropriate cases. This recommendation and the basis thereof shall be recorded in writing.

*The Juvenile Act, at 42 Pa.C.S. Â§6340 (c.1) provides:
and conditions.--Consistent with the protection of the public interest, the terms and conditions of a consent decree shall, as appropriate to the circumstances of each case, include provisions which provide balanced attention to the protection of the community, accountability for offenses committed and the development of competencies to enable the child to become a responsible and productive member of the community.*

XIV. Juvenile Court intake shall submit recommendations concerning intake disposition to the Administrative Judge of the Juvenile Court or designee for approval.

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall develop an organizational chart illustrating the subdivision responsible for reviewing and approving the decisions made by intake.

XV. Juvenile Court intake shall be staffed by thoroughly trained, experienced, and competent juvenile probation officers.

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall establish written criteria to be used in selecting workers for Juvenile Court intake.

XVI. Juvenile Court intake shall have written comprehensive guidelines concerning the detention of juveniles.

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall establish and distribute to referral sources written policies, procedures, and criteria governing the placement of juveniles in a detention facility.

XVII. The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall review the operations of Juvenile Court intake to maintain consistency and to ensure compliance with the law, policies, and procedures.

The Administrative Judge of the Juvenile Court and the Chief Juvenile Probation Officer shall meet regularly to review the operations of Juvenile Court intake and to devise methods for correcting inconsistencies and practices which conflict with established policies.